ARMY CHILD AND YOUTH SERVICES (CYS)

FOUNDATION TRAINING RECORD

INDIVIDUAL DEVELOPMENT PLAN (IDP)

MIDDLE SCHOOL AND TEEN (MST) PERSONNEL

EMPLOYEE:	INSTALLATION:	POSITION/GRADE:
DATE OF HIRE:	PROJECTED DATE OF COMPLETION OF THIS IDP (18 MO. FROM DATE OF HIRE):	DATE MS/TEEN CERTIFICATE AWARDED:
FACILITY:	HOME PHONE:	WORK PHONE:
ASSIGNED TRAINER:	SIGNATURE OF EMPLOYEE/DATE: *I understand successful completion of training in the prescribed time period is a job requirement.*	

NOTE: ACTUAL CLOCK HOURS MAY EXCEED TRAINING UNITS

MIDDLE SCHOOL/TEEN ORIENTATION TRAINING *(Complete prior to first duty assignment)* *MINIMUM 8 TRAINING UNITS*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:
Regulations and SOPS				
Adolescent Growth and Development				
Working with Middle School/Teens: * Introduction to the 4 Service Areas * Planning Appropriate Activities * Designing Learning Environments * Guidance Techniques * Communication				
Parent and Public Relations				
Role Modeling for Middle School/Teens				
Safety and Emergency Procedures				
Abuse Identification, Reporting and Prevention in Youth Program Settings				
Special Needs Awareness				

SUPERVISED WORK EXPERIENCE *(Complete prior to first duty assignment)* *MINIMUM 16 clock hours*	DATE:	CLOCK HOURS:	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:

EMPLOYEE NAME:	DATE ENTRY LEVEL TRAINING BEGAN:	PROJECTED DATE OF COMPLETION (6 MO. FROM DATE OF HIRE):	DATE ENTRY LEVEL TRAINING COMPLETED:

MIDDLE SCHOOL/TEEN ENTRY LEVEL TRAINING *(Complete within first 6 months of hire)* *MINIMUM 16 TRAINING UNITS*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:
Identifying and Reporting Abuse in Youth Program Settings Module **2 Units**				
Basic Computer Skills **2 Units**				
Observation Techniques **1 Unit**				
Other YS/SAS Program Observation **1 Unit**				
Module 6: Communication **2 Units** READ: K.A.: SCORE: C.A.:				
Module 10: Guidance **2 Units** READ: K.A.: SCORE: C.A.:				
Module 12: Program Mgmt **2 Units** Part 1: The 4 Service Areas READ: K.A.: SCORE: C.A.:				
First Aid **2 Units**				
Child/Adult CPR **2 Units**				

INSTALLATION REQUIREMENTS *(Optional)*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:

NOTE: K.A. = KNOWLEDGE ASSESSMENT   C.A. = COMPETENCY ASSESSMENT

EMPLOYEE NAME:	DATE SKILL LEVEL TRAINING BEGAN:	PROJECTED DATE OF COMPLETION (12 MO. FROM DATE OF HIRE):	DATE SKILL LEVEL TRAINING COMPLETED:

MIDDLE SCHOOL/TEEN SKILL LEVEL TRAINING *(Complete within first 12 months of hire)* *MINIMUM 22 Training Units*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:
Preventing Abuse in Youth Program Settings Module *complete in 6 mo.* **2 Units**				
Facilitating the Computer Lab **1 Unit**				
Tutoring - the Homework Center **1 Unit**				
Special Project **2 Units**				
Module 3: Environments **2 Units** READ: K.A.: SCORE: C.A.:				
Module 9: Social **2 Units** READ: K.A.: SCORE: C.A.:				
Module 1: Safe **2 Units** READ: K.A.: SCORE: C.A.:				
Module 8: Self **2 Units** READ: K.A.: SCORE: C.A.:				
Module 4: Physical **2 Units** READ: K.A.: SCORE: C.A.:				
Module 11: Families **2 Units** READ: K.A.: SCORE: C.A.:				
Workforce Preparation **1 Unit**				
Partnerships **2 Units**				
Installation Requirements **1 Unit**				

Module sequence may be varied in Skill Level Training to accommodate individual trainee progression.

INSTALLATION REQUIREMENTS *(Optional)*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:

NOTE: K.A. = KNOWLEDGE ASSESSMENT   C.A. = COMPETENCY ASSESSMENT

EMPLOYEE NAME:	DATE TARGET LEVEL TRAINING BEGAN:	PROJECTED DATE OF COMPLETION (18 MO. FROM DATE OF HIRE):	DATE TARGET LEVEL TRAINING COMPLETED:

MIDDLE SCHOOL/TEEN TARGET LEVEL TRAINING *(Complete within first 18 months of hire)* *MINIMUM 16 Training Units*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:
Module 5: Cognitive **2 Units** READ: K.A.: SCORE: C.A.:				
Module 7: Creative **2 Units** READ: K.A.: SCORE: C.A.:				
Module 2: Healthy **2 Units** READ: K.A.: SCORE: C.A.:				
Module 12: Program Mgmt **2 Units** Part 2: Program Planning READ: K.A.: SCORE: C.A.:				
Module 13: Professionalism **2 Units** READ: K.A.: SCORE:				
Youth Sponsorship **1 Unit**				
Community Service **1 Unit**				
CPR Update **2 Units**				
Measuring Quality **2 Units**				

Module sequence may be varied in Target Level Training to accommodate individual training progression.

INSTALLATION REQUIREMENTS *(Optional)*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:

VERIFICATION OF COMPLETION OF FOUNDATION LEVEL TRAINING		
SIGNATURE OF EMPLOYEE:	DATE:	UNITS REQUIRED: **66**
SIGNATURE OF TRAINER:	DATE:	TOTAL UNITS COMPLETED:

NOTE: K.A. = KNOWLEDGE ASSESSMENT C.A. = COMPETENCY ASSESSMENT